

OFFICE OF THE GOVERNOR

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ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

Bill JOHNSON
DIRECTOR

STATE OF ALABAMA

June 13, 2008

To Whom It May Concern:

The Alabama Department of Economic and Community Affairs – Energy, Weatherization and Technology (ADECA-EWT) Division is soliciting proposals for the purchase and installation of energy-efficient improvements in schools. Proposals are being solicited from school systems that are located in the Black Belt Region or Favored Geographic Areas as defined by Section 40-18-190(5), Code of Alabama 1975.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a fully executed document is in place. Therefore, proposals selected for funding shall not perform any work prior to an executed agreement. Questions concerning the RFP may be submitted to Karl D. Frost, Program Manager, at karl.frost@adeca.alabama.gov or via fax at (334) 242-0552 through July 16. We look forward to your participation.

Sincerely,

A handwritten signature in black ink that reads "Terri L. Adams".

Terri L. Adams
Division Director
Energy, Weatherization and Technology

TLA/KF/ay

Enclosures

**Alabama Department of Economic and Community Affairs
Energy, Weatherization and Technology Division**

ENERGY EFFICIENT RETROFIT OF SCHOOLS

REQUEST FOR PROPOSALS

1. Introduction

The Alabama Department of Economic and Community Affairs (ADECA), Energy, Weatherization and Technology Division (hereinafter called "EWT") manages the State Energy Program (SEP) for Alabama by authority of the U.S. Department of Energy (DOE). The Division is soliciting proposals for the purchase and installation of energy-efficient improvements in schools that are located in the Black Belt Region or Favored Geographic Areas as defined by Section 40-18-190(5), Code of Alabama 1975.

Energy efficiency improvements for your proposal can be selected from the recommendations listed on Supplement "A" of this request. The proposed grant period for this project is October 1, 2008 through September 30, 2009.

\$15,000 maximum grant for each school system.

This Request for Proposal requires a non-federal matching contribution from the school system of at least 25% of the State Energy Program federal funds. The allowable matching contribution may include, but is not limited to, school system personnel time spent on this project, any supplies and materials used on the project purchased with school system non-federal funds, and any school system contribution towards paying for the actual energy improvements.

2. Due Date and Delivery Address

All proposals must be received no later than 5:00 p.m., Thursday, July 17th, at:

By Mail:

ADECA – EWT
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA-EWT, Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Proposals should be sent to the attention of Mr. Karl Frost, Program Manager.

3. Right to Reject

EWT reserves the right to reject any and all proposals submitted and to request additional information from all Offerers. EWT reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of EWT, is

determined to be the best qualified and whose proposal best meets the needs of EWT. EWT reserves the right to negotiate with any Offerer(s). EWT reserves the right to reallocate funding for subject areas as deemed necessary.

4. Grant Awards

EWT intends to issue grants to begin no later than October 1, 2008, and terminate September 30, 2009, for an amount not to exceed that which is negotiated between the selected Offerer and EWT. Payments shall be made on a cost-reimbursement basis over the course of the grant.

5. Letter of Transmittal

Each proposal must be submitted with a letter of transmittal which must include the following:

- A. A brief statement of the work to be performed.
- B. Total cost of the project.
- C. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying proposal.

6. Proposal Contents

The Offerer must submit one (1) original and three (3) copies of the following items:

A. Supplement "A" Energy Improvement Application

The Offerer must submit one complete copy of the Energy Improvement Application for each school to be retrofitted. The total proposal cost of the improvement(s) for all schools cannot exceed \$15,000. For example, if energy improvements for three schools are being proposed, include three separate Energy Improvement Applications totaling no more than \$15,000. Additional consideration will be given for systems with two identical schools to assist in the development of a case study to be used as a learning tool for many schools across the state. See Supplement "A" for more details.

B. Attachment "A" Project Budget

The Project Budget will outline the expenditures that will be made in your retrofit project. The cost of energy improvements would typically be in the supplies and materials, contractual, and equipment categories. However, please reference Attachment "B" for a

description of each category. Proposal preparation costs are not reimbursable.

C. Attachment “B”..... Budget Narrative

The Budget Narrative is a detailed explanation of the expenditures outlined in the Project Budget.

D. Attachment “C”..... State of Alabama – Disclosure Statement

Alabama Act 2001-955 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Complete all lines as indicated. If an item does not apply, denote ‘N/A’ (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary. The form must be signed, dated, and notarized.

E. Attachment “D”..... Offerer/Proposer Information

The Offerer must submit an Offerer/Proposer Information Form to properly indicate organization and contact information of the individuals involved in the project.

F. Attachment “E”..... W-9 Request for Taxpayer Number

A completed W-9 Request for Taxpayer Identification Number and Certification form must accompany the proposal.

G. Attachment “F”..... Immigration Status

A declaration that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

H. Attachment “G”..... Assurance of Compliance

A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

I. Attachment "H"..... Certifications

This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

7. Evaluation

Proposals shall be evaluated as follows:

	Maximum Points Possible
I. <u>Technical Criteria</u> (80 possible points)	
A. Extent of anticipated benefits from the project in terms of increased energy efficiency and reduction of operating costs.	<u>35</u>
B. Description of each energy improvement to be accomplished including cost, savings, and payback.	<u>25</u>
C. Proposed energy improvements suitable for application in a school.	<u>20</u>
II. <u>Cost Criteria</u> (20 possible points)	
Budget must be appropriate for proposed project, including a mandatory 25% non-federal match of requested federal funds. Budget shall provide a cost breakdown for each proposed task.	<u>20</u>
Total Maximum Points	<u>100</u>

8. Prohibited Expenditures

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction or repair of buildings or structures
- To purchase land, a building or structure or any interest therein
- To subsidize fares for public transportation

- To subsidize utility rate demonstrations or state tax credits for energy conservation
- To conduct or purchase equipment to conduct research, development or demonstration of conservation techniques and technologies not commercially available

9. Proprietary Information

The information contained in the proposals will be public information unless specific requests are made to keep specific information confidential. If a proposal contains any information that the Offerer does not wish to have disclosed to the public or used by EWT for any purpose other than evaluation of the offer, each sheet of such information must be clearly marked "proprietary." This information will be kept confidential, subject to the laws of the State of Alabama. Proposals and supporting materials submitted shall become the property of EWT.

10. Late Proposals

Proposals submitted after the due date will not be considered. EWT reserves the right to reject any incomplete proposals without review.

11. Questions

Questions pertaining to this RFP may be submitted to Karl Frost, Program Manager at karl.frost@adeca.alabama.gov or faxed to (334) 242-0552.

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until a fully executed document is in place. Therefore, proposals selected for funding shall not perform any work prior to an executed agreement.

YOUR PROPOSAL MUST INCLUDE THE FOLLOWING:

- Letter of Transmittal
- Energy Improvement Application (Supplement "A")
- Budget (Attachments "A" and "B")
- Completed, signed and notarized Disclosure Statement (Attachment "C")
- Offerer/Proposer Information Form (Attachment "D")
- Form W-9 Request for Taxpayer ID Number (Attachment "E")

- Immigration Status Form (Attachment “F”)
- Assurance of Compliance (Attachment “G”)
- Certifications Form (Attachment “H”)

NOTE: Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.

ENERGY IMPROVEMENT APPLICATION

School Information (submit one Energy Improvement Application for each school)

School Name:	
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Physical Address		Funding Requested	\$
		Proposed Start Date	
City, State, Zip		Proposed Completion Date	
County			
Telephone			
Fax			

Building Information

Gross Ft ² :		Construction Type:	
Conditioned Ft ² :		Year Built:	

Please list any energy saving measures that have been implemented prior to your proposal. For example, lighting upgrades, geothermal heat pump, energy management system, photovoltaic system (solar), etc.
1.
2.
3.



Additional consideration will be given for systems with two identical schools to assist in the development of a case study to be used as a learning tool for many schools across the state. The study will involve the installation of retrofits to one school while the other acts as a “control” school. The study would compare such items as energy usage and average savings. If you would like to participate in this study, please enter the information for the school you would like to have the “control” below.

School Name:	
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Physical Address	
City, State, Zip	
County	
Telephone	
Fax	

Building Information

Gross Ft ² :		Construction Type:	
Conditioned Ft ² :		Year Built:	

Is the applicant aware of any adverse environmental impact which may arise from the implementation of any of the proposed energy conservation measures? Yes ☐ No ☐

(If yes, attach an analysis of that impact and the applicants plan to minimize and avoid such an impact.)

Please complete the following chart of eligible measures that can be installed. Include the location where the measure will be installed, useful life in years, the cost of each measure, the annual estimated savings of each measure in dollars, and the estimated payback period for each measure (cost / savings).

Description of Measure	School Location	Qty / Size	Useful Life	Cost of Measures	Annual Savings	Est. Payback Period
1. Water Heater Insulation Jacket						
2. Insulation to R-30 Standards						
3. Occupancy Sensors						
4. HVAC Replacement for units 15 yrs. or older, Must be SEER 13 or higher						
5. Double Pane Low-E Window Replacement						
6. Ceiling Fan Installation for large rooms						
7. Programmable Thermostats						
8. Lighting Timers						
9. Incandescent Light Replacement						
10. Door Sweep Repair or Replacement						
11. T-5 or T-8 Lighting Upgrade						
12. Geothermal Application						